



ERIE COUNTY

REQUEST FOR PROPOSAL (RFP) TO PROVIDE FOR THE ADMINISTRATION AND PROVISION OF MEDICAL AND DENTAL CARE FOR THE DIVISION OF CORRECTIONAL HEALTH

RFP #1330VF

September 11, 2013

**Dr. Gale Burstein
Erie County Department of Health
EDWARD A. RATH COUNTY OFFICE BUILDING
95 FRANKLIN STREET, Room 912
BUFFALO, NEW YORK 14202**

COUNTY OF ERIE, NEW YORK
REQUEST FOR PROPOSALS (“RFP”)

RFP# 1330VF

**TO PROVIDE FOR THE ADMINISTRATION AND PROVISION OF MEDICAL
AND DENTAL CARE FOR THE DIVISION OF CORRECTIONAL HEALTH**

I. INTRODUCTION

The County of Erie, New York (the “County”) is currently seeking Proposal Statements from qualified contractors interested in providing administrative, medical and dental personnel and services for the County Department of Health Division of Correctional Health. Proposers interested in providing this service are invited to respond to this request.

It is the County's intent to select the Proposer that provides the best solution for the County's needs.

The County reserves the right to amend this RFP. The County reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the County. The County reserves the right to request additional information from any proposer. The County reserves the right to award negotiated contracts to one or more proposers.

This RFP is not intended and shall not be construed to commit the County to pay any costs incurred in connection with any proposal or to procure or contract with any firm.

The County will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or any other status protected by New York State and Federal laws.

II. PROPOSAL PROCEDURES

A. ANTICIPATED SCHEDULE OF PROPOSAL

The following schedule is for informational purpose only. The County reserves the right to amend this schedule at any time.

Issue RFP:	September 12, 2013
Proposals Due:	October 4, 2013
Selection Made:	Seven (7) days following due date
Contract Signed:	Following all necessary County approvals

B. GENERAL REQUIREMENTS

1. Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation.
2. One (1) original and five (5) copies shall be submitted. Proposals **MUST** be signed. Unsigned proposals will be rejected.
3. Submission of the proposals shall be directed to:

David Marciniak
Erie County Department of Health
716-858-8688
E-mail Address: David.Marciniak@erie.gov

All proposals must be delivered to the above office on or before October 4, 2013 at 4:00 PM. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.

4. Requests for clarification of this RFP must be written and submitted to David Marciniak via email no later than 4:00 PM on September 20, 2013. Formal written responses will be distributed by the County on or before September 27, 2013. **NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE FORMAL WRITTEN RESPONSES TO ANY REQUEST FOR CLARIFICATION.**
5. Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Those proposers will be notified to arrange specific times.
6. No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.
7. Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) proposers should include the Erie County certification letter with the proposal.
8. If proposer is a Veteran Owned Business, proposer should include letter indicating company is 51% or more Veteran-owned.
9. **All proposers submitting proposals must include a cost proposal in a separate sealed envelope clearly labeled with the proposer name, due date of proposal, proposal name, RFP # and Cost Proposal.**

III. SCOPE OF PROFESSIONAL SERVICES REQUIRED

SCOPE OF WORK

Erie County is seeking proposals for the administration and provision of medical and dental care for the Division of Correctional Health. Specifically, the County is seeking proposals for the provision of administrative personnel, medical personnel including mid-level providers, a Chief Medical Officer, and dentists as well as administrative and quality support for the same. The proposer will be expected to meet the requirements set forth by the U.S. Constitution as well as the County, the New York State Commission on Corrections and the Department of Justice of the U.S. Federal Government as indicated in a County-specific Stipulated Order of Dismissal from said regulatory body.

NOT INCLUDED in this proposal: Nursing, clinical clerical support, dental assistants, mental health clinicians/providers, medical record administration and any other personnel not specifically indicated in this RFP.

FACILITY INFORMATION

Listed below are the facilities and brief descriptions of each that will participate in this contract.

- **Erie County Holding Center:** located in downtown Buffalo, New York. Maintains secure custody of individuals detained and awaiting trial and/or disposition. Approximately 14,000 individuals in custody received treatment in 2012. The average daily census of the facility is 550.
- **Erie County Correctional Facility:** Located in Alden, New York. A medium security facility housing sentenced individuals, class D & E felons, New York State parole violators, and overflow inmates from the Holding Center. Approximately 17,000 individuals in custody received treatment in 2012. The average daily census of the facility is 750.
- **Youth Detention Center:** Located on East Ferry Street in Buffalo, New York. Provides secure custody for youths as determined by the courts. Approximate daily census of 35 in 2012.

PROVISION OF PERSONNEL

Administrative Support:

- The proposer shall provide appropriate administrative and supervisory personnel and administrative support staff to insure appropriate oversight and monitoring of the program, as well as quality assurance data as indicated by regulatory and governmental agencies.

Medical Support

- The proposer shall provide medical professional and mid-level practitioners to support the medical program of the County. This will include:
 1. Admission/H&P Screenings
 2. Detoxification screening and monitoring

3. Sick Call
4. Emergency and Chronic care
5. Pharmaceutical management
6. Outpatient referrals and hospitalizations
7. Rotating clinical on-call telephone support during off-hours

Dental Support

- The proposer shall provide dentists to support the dental program of the County. This will include:
 1. Dental screening and treatment access
 2. Appropriate extraction to restoration ratios
 3. Referral to outpatient services as needed
 4. Emergency care

RECRUITMENT, HIRING, CREDENTIALING

- The proposer will undertake all recruitment activity and will interview to identify those candidates with appropriate experience, backgrounds, skills and demeanor. Current employees will be given priority in the hiring process. The Commissioner of Health shall be involved in the interview process and final selection of the Chief Medical Officer and Correctional Health Director.
- Personnel files shall be on file at the appropriate facility encompassing all aspects of licensure, credentialing, insurance and performance evaluations.
- The proposer will specify the credentialing process for licensed personnel.
- All hiring of direct and subcontracted personnel will be subject to approval from the County. Continued employment will be subject to County approval. The County reserves the right to reject or prohibit any employee of the proposer to perform any service related to this contract.
- The proposer will notify the County of any discharge or failure to renew an employee contract PRIOR to said action.
- All personnel will be subject to and required to pass a background investigation conducted by the County. The proposer will indicate what background checks they complete prior to hiring.

EMPLOYEE TRAINING AND ORIENTATION

- The proposer is to conduct all orientation and training for its staff. Training must include all components required by regulatory and government agencies as indicated. An outline of orientation and inservice programs is to be submitted with the proposal. County-specific training shall be conducted by the County.
- Employees must attend and complete all mandatory training within 60 days of hire. The proposer is responsible for employee compensation during training.
- The proposer will provide educational media and resources for the use of all personnel and conduct monthly education inservices for County and Company employees; needs will be determined by administration on an ongoing basis.
- The proposer will provide all necessary resource texts related to diagnosis and treatment for the use of medical and dental staff members.

STAFFING AND SCHEDULING

The following is a proposed staffing pattern recommended by the County. It is a sample and the proposer may submit an alternate plan as part of their proposal. Any schedule must be sufficient to meet regulatory requirements.

Position	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Hrs/Week	FTE	On-Call
Administration:										
Director of Correctional Health		D	D	D	D	D		40	1	Y
Chief Medical Officer		D	D	D	D	D		40	1	Y
Director of Nursing		D	D	D	D	D		40	1	Y
Nursing Supervisor		D	D	D	D	D		40	1	Y
Administrative Assistant		D	D	D	D	D		40	1	N
Erie County Holding Center										
Nurse Practitioner		D	D	D	D	D		40	1	R
Nurse Practitioner		D	D	D	D	D		40	1	R
Nurse Practitioner		E	E	E	E	E		40	1	R
Dentist		D	D	D				24	0.6	N
Erie County Correctional Facility										
Nurse Practitioner		D	D	D	D	D		40	1	R
Nurse Practitioner		D	D	D	D	D		40	1	R
Dentist				D	D	D		24	0.6	N
Youth Detention Center										
Nurse Practitioner		M	M	M	M	M			0.4	R

Table Key: D: Day Shift
E: Evening Shift
M: Modified: 3 hour day shift
Y: Yes / 24 hour responsibility
N: No
R: Rotational on-call

- All work-day hours are to be spent at the assigned facility unless mutually agreed upon by the County and proposer.
- Staff shall not be reassigned to assist with scheduling problems in other contract areas held by the proposer not affiliated with the County.
- The administrative assistant will be responsible to the Director of Correctional Health, the Director of Nursing and the Chief Medical Officer. The administrative assistant will be responsible for minutes and reports, scheduling of meetings, ordering supplies and general clerical duties.

- The proposer must indicate how they intend to cover non-productive hours from vacations, sick time, holidays and other types of leave.

SUPPORT SERVICES

- The proposer will provide a quality assurance program that will monitor the quality of provided services, including those specified by regulatory bodies. A committee will be formed to collect, analyze and interpret data and propose improvement action plans.
- The proposer will provide a robust peer-review program with regular chart reviews as well as minutes of discussion and subsequent action plans.
- The proposer will provide a yearly policy and procedure review and will be responsible for the development, maintenance and review of policies and procedures. The County reserves the right to review and approve/disapprove all policies and procedures. All policies and procedures must be in conformity to expectations set forth by regulatory bodies and may be subject to review by such agencies prior to implementation.
- The proposer will provide a robust and vigorous utilization review process for all off-site referrals including inpatient stays, on- and off-site radiology procedures, urgent and non-urgent hospitalizations and any other outside service. The proposer will need to regularly report (quarterly) and demonstrate the effectiveness of a utilization review program.
- The proposer will review other areas of cost containment. The proposer will detail in the response areas of cost containment and action plans for achieving success in such programs.
- The proposer will plan, educate and implement a program to achieve NCCHC accreditation. The response should include information regarding the achievement of accreditation in any facilities the proposer administers.

IV. QUALIFICATIONS OF PROPOSER

RIGHT TO INVESTIGATE AND REJECT

Erie County may make such investigations as deemed necessary to determine the contractor's ability to perform the services specified. Erie County reserves the right to reject a proposal if the information submitted by, or investigation of, the contractor fails to satisfy Erie County that the contractor is properly qualified to perform the obligations of the contract. This includes Erie County's ability to reject a proposal based on negative references.

CONTRACTOR QUALIFICATIONS

NOTE: Each item must be thoroughly addressed. Contractors taking exception to any requirements in this section may be subject to point deductions and/or disqualification.

Client Reference Form

Contractor shall provide THREE (3) client references that are using or have used services of the type proposed in this RFP. The references may include facilities for which the contractor, preferably within the last FOUR (4) years has successfully completed comprehensive pharmacy

management services and an electronic medication record and computerization system. Erie County may contact the client references for validation of information provided.

Company Profile and Experience

Include a company profile containing the following information:

- Name, address, telephone and fax numbers
- If a corporation, date of incorporation
- Names and addresses of principle officers, directors or partners
- A brief biography of the person or persons who will administer the contract
- Company history, including all current and past ownership, company name changes, etc.
- List the total number of employed full-time personnel, support staff, etc. including annualized payroll expenditures
- References; provide at least five (5) business references for similar contracts including names, addresses and telephone numbers, including any businesses contracted by the proposer to attest to their ability to pay invoices and honor contractual arrangements.

Contractor will address the following:

- A summary of the proposer's experience in providing correctional health care.
- The number of correctional facilities you are contracting with (as of the date of the proposal submission) specifically in New York State, describing experience with similar sized county contracts highlighting successes and achievements.
- Provide a list of present clients including contact persons and numbers of each account.
- Provide information regarding current contracts including origination and expiration dates, number of renewals, size and type of facility and yearly dollar amount for each contract.
- Provide a list of all contracts NOT renewed including contact persons and numbers for each account. Provide an explanation as to why contracts were not renewed and indicate any contracts cancelled prior to completion.
- Provide a list of litigation proceedings the proposer has been or is currently involved over \$25,000.00 as well as fines and/or penalties due to failure to execute obligations, damages and/or delays over \$25,000.00.

Resumes

A resume or summary of qualifications, work experience, education and skills must be provided for all key personnel who will be performing aspects of the contract. Include years of experience

providing similar services to those required, education, and certifications where applicable. Identify the role each person would fulfill in performing the work identified in this RFP.

Authorization of Company

Provide the following information regarding the individual(s) authorized to bind the proposer, including:

- Name
- Address
- Telephone (office and cell)
- Fax
- E-mail

V. STATEMENT OF RIGHTS

UNDERSTANDINGS

Please take notice, by submission of a proposal in response to this request for proposals, the proposer agrees to and understands:

- that any proposal, attachments, additional information, etc. submitted pursuant to this Request for Proposals constitute merely a suggestion to negotiate with the County of Erie and is not a bid under Section 103 of the New York State General Municipal Law;
- submission of a proposal, attachments, and additional information shall not entitle the proposer to enter into an agreement with the County of Erie for the required services;
- by submitting a proposal, the proposer agrees and understands that the County of Erie is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;
- that any and all counter-proposals, negotiations or any communications received by a proposing entity, its officers, employees or agents from the County, its elected officials, officers, employees or agents, shall not be binding against the County of Erie, its elected officials, officers, employees or agents unless and until a formal written agreement for the services sought by this RFP is duly executed by both parties and approved by the Erie County Legislature and the Office of the Erie County Attorney.

In addition to the foregoing, by submitting a proposal, the proposer also understands and agrees that the County of Erie reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this Request for Proposals:

- To reject any or all proposals;
- To issue amendments to this RFP;
- To issue additional solicitations for proposals
- To waive any irregularities in proposals received after notification to proposers affected;
- To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more of the proposers for amendments or other modifications to their proposals;
- To conduct investigations with respect to the qualifications of each proposer;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the proposers;
- To select the proposal that best satisfies the interests of the County and not necessarily on the basis of price or any other single factor;
- To interview the proposer(s);
- To request or obtain additional information the County deems necessary to determine the ability of the proposer;
- To modify dates;
- All proposals prepared in response to this RFP are at the sole expense of the proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County for the expenses of preparation. The County assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;
- While this is a RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a proposer is a responsible vendor for the purpose of this RFP process;
- The County is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals **MUST** arrive at the place specified herein and be time stamped prior to the deadline

EVALUATION

The following criteria, not necessarily listed in order of importance, will be used to review the proposals. The County reserves the right to weigh its evaluation criteria in any manner it deems appropriate:

- Proposer's demonstrated capability to provide the services.
- Evaluation of the professional qualifications, personal background and resume(s) of individuals involved in providing services.

- Proposer's experience to perform the proposed services.
- Proposer's financial ability to provide the services.
- Evaluation of the proposer's fee submission. It should be noted that while price is not the only consideration, it is an important one. Proposer's prices are to be no higher than those offered to any other governmental or commercial consumer. If a proposer has a New York State or a Federal GSA contract for any of the services covered in this RFP, proposer shall so indicate that he has said contract and supply a copy of the contract(s).
- A determination that the proposer has submitted a complete and responsive proposal as required by this RFP.
- An evaluation of the proposer's projected approach and plans to meet the requirements of this RFP.
- The proposer's presentation at and the overall results of any interview conducted with the proposer.
- Proposers MUST sign the Proposal Certification attached hereto as Schedule "A". Unsigned proposals will be rejected.
- Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal.
- No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

CONTRACT

After selection of the successful proposer, a formal written contract will be prepared by the County of Erie and will not be binding until signed by both parties and, if necessary, approved by the Erie County Legislature and the Office of the County Attorney. NO RIGHTS SHALL ACCRUE TO ANY PROPOSER BY THE FACT THAT A PROPOSAL HAS BEEN SELECTED BY THE COUNTY FOR SUBMISSION TO THE ERIE COUNTY LEGISLATURE FOR APPROVAL. THE APPROVAL OF SAID LEGISLATURE AND/OR AUTHORITY MAY BE NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE COUNTY.

The term of the contract shall be for a three (3) year period commencing November 1, 2013 and terminating November 1, 2016. [The County, in its sole discretion may extend the agreement beyond its initial term for up to two (2) additional one-year periods at the same prices and conditions]

INDEMNIFICATION AND INSURANCE

The proposer accepts and agrees that language in substantially the following form will be included in the contract between the proposer and the County:

“In addition to, and not in limitation of the insurance requirements contained herein the Consultant agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Consultant shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Consultant or third parties under the direction or control of the Consultant; and

(b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

Upon execution of any contract between the proposer and the County, the proposer will be required to provide proof of the insurance coverage described in Schedule “B”.

Insurance coverage in amount and form shall not be deemed acceptable until approved by the County Attorney.

INTELLECTUAL PROPERTY RIGHTS

The proposer accepts and agrees that language in substantially the following form will be included in the contract between the proposer and the County:

All deliverables created under this Agreement by the Consultant are to be considered “works made for hire”. If any of the deliverables do not qualify as “works made for hire”, the Consultant hereby assigns to the County all right, title and interest (including ownership of copyright) in such deliverables and such assignment allows the County to obtain in its name copyrights, registrations and similar protections which may be available. The Consultant agrees to assist the County, if required, in perfecting these rights. The Consultant shall provide the County with at least one copy of each deliverable.

The Consultant agrees to indemnify and hold harmless the County for all damages, liabilities, losses and expenses arising out of any claim that a deliverable infringes upon an intellectual property right of a third party. If such a claim is made, or appears likely to be made, the Consultant agrees to enable the County’s continued use of the deliverable, or to modify or replace it. If the County determines that none of these alternatives is reasonably available, the deliverable will be returned.

All records compiled by the Consultant in completing the work described in this Agreement, including but not limited to written reports, source codes, studies,

drawings, blueprints, negatives of photographs, computer printouts, graphs, charts, plans, specifications and all other similar recorded data, shall become and remain the property of the County. The Consultant may retain copies of such records for its own use.]

NON-COLLUSION

The proposer, by signing the proposal, does hereby warrant and represent that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York and the County of Erie, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any County employee, officer or official.

CONFLICT OF INTEREST

All proposers must disclose with their proposals the name of any officer, director or agent who is also an employee of the County of Erie. Further, all proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent or more in the firm or any of its subsidiaries or affiliates.

There shall be no conflicts in existence during the term of any contract with the County. The existence of a conflict shall be grounds for termination of a contract.

COMPLIANCE WITH LAWS

By submitting a proposal, the proposer represents and warrants that it is familiar with all federal, state and local laws and regulations and will conform to said laws and regulations. The preparation of proposals, selection of proposers and the award of contracts are subject to provisions of all Federal, State and County laws, rules and regulations.

CONTENTS OF PROPOSAL

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84 et seq., mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law shall:

a) insert the following notice in the front of its proposal:

“NOTICE

The data on pages ____ of this proposal identified by an asterisk (*) contains technical or financial information constituting trade

secrets or information the disclosure of which would result in substantial injury to the proposer's competitive position.

The proposer requests that such information be used only for the evaluation of the proposal, but understands that any disclosure will be limited to the extent that the County considers proper under the law. If the County enters into an agreement with this proposer, the County shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law."

and

b) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page " * **THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.**"

The County assumes no liability for disclosure of information so identified, provided that the County has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

The contents of the proposal which is accepted by the County, except portions "Protected from Disclosure", may become part of any agreement resulting from this RFP.

EFFECTIVE PERIOD OF PROPOSALS

All proposals must state the period for which the proposal shall remain in effect (i.e. how much time does the County have to accept or reject the proposal under the terms proposed). Such period shall not be less than 180 days from the proposal date.

SCHEDULE "A"

PROPOSER CERTIFICATION

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the County of Erie and is NOT A BID. Submission of this proposal, attachments, and additional information shall not obligate or entitle the proposing entity to enter into a service agreement with the County of Erie for the required services. The undersigned agrees and understands that the County of Erie is not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all proposals and negotiations shall not be binding or valid against the County of Erie, its directors, officers, employees or agents unless an agreement is signed by a duly authorized officer of the County of Erie and, if necessary, approved by the Erie County Legislature and the Office of the County Attorney.

It is understood and agreed that the County of Erie reserves the right to reject consideration of any and all proposals including, but not limited to, proposals which are conditional or incomplete. It is further understood and agreed that the County of Erie reserves all rights specified in the Request for Proposals.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County of Erie is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.

Proposer Name

By: _____
Name and Title

SCHEDULE "B"

STANDARD INSURANCE PROVISIONS

County of Erie Standard Insurance Certificate

LAW-1 INS (Rev. 3/06)

This certificate does not amend, extend or alter the coverage afforded by the standard form policies listed below.



I		III Companies Affording Coverages	
Insured	Name	A	
	Address		
	Zip	B	
	Phone No.		
II	Name	C	
	Address		
	Agency Zip	D	
	Phone No.		

IV This is to certify that the policies listed below have been issued to the insured named above and are in force at this time.

Indicate Type of Insurance By Checking the Box		Policy Number	Effective Date & Expiration	Limits of Liability in Thousands		
				Check the Box	Occurrence	Aggregate
Company Letter - from III above	1. General Liability <input type="checkbox"/> Comprehensive Form <input type="checkbox"/> Premises and Operations <input type="checkbox"/> Products/Completed Operations <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Contractual <input type="checkbox"/> Personal Injury <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Explosion, Collapse <input type="checkbox"/> Underground Hazard			<input type="checkbox"/> Bodily Injury Property Damage OR <input type="checkbox"/> Combined Single Limit		
	2. Automobile Liability <input type="checkbox"/> Comprehensive Form OR <input type="checkbox"/> Schedule Form <input type="checkbox"/> owned <input type="checkbox"/> hired <input type="checkbox"/> non-owned			<input type="checkbox"/> Bodily Injury Property Damage OR <input type="checkbox"/> Combined Single Limit		
	3. Excess Liability <input type="checkbox"/> Umbrella Form OR <input type="checkbox"/> other than umbrella <input type="checkbox"/> auto <input type="checkbox"/> general <input type="checkbox"/> both			Bodily Injury & Property Damage Combined \$ _____ Self Insured Retention \$ _____		
	4. Worker's Compensation & Employer's Liability Disability Benefits			Statutory Statutory		
	5. Other <input type="checkbox"/>					

V. County of Erie is included as an additional insured under the following Policy numbers:

VI. Description of Operations: It is understood that this coverage on behalf of the insured is for all locations in the County of Erie, NY.

VII. Cancellation/Non-Renewal: Should any of the policies noted above be cancelled before expiration thereof or not renewed by the insured, the issuing company will endeavor to mail _____ days advance written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

VIII. Name and Address of Certificate Holder & Recipient of Notice: County of Erie c/o Department of Law 89 Delaware Avenue Suite # 300 Buffalo, NY 14202 716-858-2200	Date Issued	
	Auth. Representative	
	Firm name & address	

FOR COUNTY USE ONLY:	Name of County Dept. Requesting Certificate	
	Purchase Order or Contact Number	
	Vendor Insurance Classification	

